Activity Exemplar: Create a project closeout report

Here is a completed exemplar along with an explanation of how the exemplar fulfills the expectations for the activity.

Completed Exemplar

To use the exemplar for this course item, click the link below and select "Use Template."

Link to exemplar: <u>Project Closeout Report</u> ↗

OR

If you don't have a Google account, you can download the exemplar directly from the attachment below.

📎 **Activity Exemplar_ Project closeout report**
DOCX File

Assistant of Exemplar

Compare the exemplar to your completed closeout report. Review your work using each of the criteria in the exemplar. What did you do well? Where can you improve? Use your answers to these questions to guide you as you continue to progress through the course.

Let's examine the exemplar:

- The project closeout report includes a date, status, project team members and the project duration.

- There is a brief **Executive Summary** that outlines the scope of the project, the completed deliverables, and issues that arose.

- The **Key Accomplishments** section includes tasks and milestones the team reached during the project. These include not only the work the team did, but the goals and results of their efforts. For example, *"Implemented feedback from customer surveys, increasing on-time deliveries by 10% and satisfaction with customer service by more than 42%."*

- **Lessons Learned** include things that went well and issues that arose throughout the project. For example, the employee training in advance of launch went well, which boosted employee efficiency. Things that went wrong include both the problem and the solution: *"On-time deliveries went from 80% to 90% during the test launch, by hiring more drivers and reassessing delivery routes."*

- The **Open Items** section includes areas of the project that need improvement, as well as operations procedures that require ongoing maintenance.

- The **Next Steps and Future Considerations** section includes next steps that future project managers should act on. For example, *"Create an ongoing training schedule for employees."*

- The **Project Timeline** includes start and end dates for each task and milestone.

- The **Resources and Project Archive** section links to important project documents.

Mark as completed